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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
URBAN DEVELOPMENT DEPARTMENT

F.No. 6(12)-UDD/DUD/2008(P-1)/6625-67 Dated, Agartala, the 18th August, 2018.

NOTIFICATION

Revised guidelines for implementation of Tripura Urban Employment Programme (TUEP)

1. **Objective:** The Tripura Urban Employment Programme (TUEP) envisages provision of unskilled /labour wages/mandays to the adult members (18 years to 60 years) of urban poor families holding TUEP Job cards subject to the availability of TUEP fund and the target to be given by the State Government from time to time. Total number of mandays provided per Job card shall not exceed the target given by the State Government. At present the target of the State Government is to provide 50 number of unskilled mandays per Job Card family subject to the availability of fund.

2. **Eligibility:** All the Adult member of families holding TUEP Job (18 years to 60 years). However more than one member whose name is mentioned in the Job card cannot get the wage at a time i.e. only one member of the family shall get the wage at a time. However all the other enrolled members whose names are mentioned in the Job cards will be able to get the unskilled job subject to the total target. The 'Family' for this purpose is defined as Blood relations living together and having single kitchen.

3. **Demand for Work**: Like MGNREGA, TUEP Job Card Holders shall submit their demand for unskilled work on plain paper addressed Municipal Commissioner/ Chief Executive Officer/ Executive Officer of the concerned Municipality (ULB) in the concerned Municipality

office/Zonal office/ward office of Municipality. If the beneficiary is not able to write, then it shall be the duty of the responsible officer of the Municipality to get the application written and get it signed by the beneficiary once the beneficiary demands the work orally by presenting him/her in person in the office of the Municipality. If in case any the officer of the Municipality assigned to accept the demand application denies to accept it, then the TUEP beneficiary shall have right to submit the same directly to the Mayor/Chairperson/Municipal Commissioner/CEO/EO of the Municipality. It shall be the duty of the Municipality to acknowledge the demand application immediately. On the other hand the TUEP Beneficiary shall have right to submit the demand application by registered post also to the office of the Municipality. The beneficiary will be able to submit the demand application online through some CSC or some internet café or themselves etc.

4. **Provision of Work:** It shall be the duty of the Municipality(ULB) to provide work to the TUEP Beneficiary/Job card Holder within 20 (Twenty) days of the submission of the demand application in person, online, or by Post, subject to the availability of TUEP fund with the Municipality (ULB) to provide the unskilled mandays under TUEP. If there is no fund available with the Municipality (ULB) or the beneficiary has already exceeded the mandays target, then it shall be the duty of the Municipality to inform the TUEP beneficiary in writing within 20 days from the receipt of such application.

5. **Unemployment Allowance**: If within 20 days of the receipt of the application from the TUEP beneficiary and if the fund is available for under unskilled mandays under TUEP with the Municipality, the Municipality fails to provide unskilled wages to the TUEP beneficiary

then the Municipality shall be liable to pay the unemployment allowance to the beneficiary @ Rs. 100 per day for the delay subject to maximum 20 days. However the expenditure for Unemployment Allowance shall be borne from own resources of Municipality and not in any case from the TUEP fund or from any fund given by the Central or State Government.

6. **No increase in the total number of TUEP Job Cards**: Total number of TUEP Job cards shall not be increased by the Municipality(ULB). Total number of TUEP Job cards will remain constant until further directions from the State Government.

7. **Provision for Cancellation of Job Cards**: There shall be provision of cancellation of Job cards if some Job Card Holder does not demand the wage work for continuously for six months or has not demanded work for more than 10 days in the last financial year. If the Job Cards are cancelled then same number of Job cards can be issued to new needy and poor families. The Municipal Commissioner, CEO/ EO of the Municipality shall be empowered to cancel the Job cards suo-motu and will be able to issue new Job cards to new needy families (BPL/AAY) provided the total number shall not exceed. Also the Municipal Commissioner/CEO/EO shall have powers to conduct field enquiry whether the family holding TUEP Job Card really needs the same. It may be possible that due to economic progress, some families holding TUEP Job cards might have been elevated to APL category or might have become well off economically. However enough opportunity to be heard may be given to the TUEP Job card Holder before cancellation of any Job cards as a matter of Natural Justice. New Job cards may be issued to the erstwhile left-out BPL/AAY families or families covered under SECC list or poorest of the poor families which have been proved in the field

enquiry even if the family lacks BPL/AAY Card or not included in SECC list inadvertently. However in such cases detailed field enquiry with the photographs of the house and assets in the house etc shall be mandatory so as to prove that the family is really poor and has been left out from being included in the SECC list or earlier BPL/AAY list inadvertently. Such enquiry shall be conducted by the Commissioner/CEO/EO of the Municipality himself/herself.

8. **Job Card design**: The TUEP Job Card design will be prescribed by the Urban Development Department from time to time. Till the issue of any new design, old Job Cards issued by the ULBs will remain valid. The State Government may also prefer issuing of Digital Job Cards/Smart Job Cards to TUEP Beneficiary in future.

9. **Wage rate:** Wage rate under TUEP for unskilled work will be Rs. 177/day for 100 % output. However wage payment will be proportional to the total output of the work like that of MGNREGA. The wage rate may be increased in future by the State Government as and when necessary.

10. **Bank Account Payment Mandatory**: Only payment in the bank accounts of beneficiaries by way of account payee cheque or Direct Benefit Mode (DBT) is permissible. However ULBs/ Municipalities should prefer DBP mode for payment of wages to TUEP Beneficiaries. Any type of manual payment is strictly prohibited.

11. **Increase in percentage of Administrative Contingency**: Administrative Contingency percentage will be **4 %** of total TUEP fund.

12. **Change in the Wage: Material ratio for effective implementation:** In order to create durable and permanent works; wage : material ratio is changed from **65:35 to 50:50** respectively.

13. **No permission to exceed 50 % labour/wage component:** The Municipality shall not be able to exceed the 50 % ceiling limit of the unskilled component in any case from TUEP Fund.

14. **Strengthening of the Technical cell of TUEP**: One Account Assistance with IT background (for managing the TUEP MIS/ accounting matters related to TUEP/ issue and verification of physical or electronic numbered Muster rolls/maintenance of various physical/digital registers of TUEP/ output based payment of wages etc) and one Technical Assistant with Civil Engineering background (for preparation of estimates of projects/getting technical sanctions/monitoring of works in the field/ registering attendance of workers/measurement of output of works/preparation of Measurement Book etc) may be outsourced centrally by the Urban Development Department for each ULB other than Agartala Municipal Corporation for proper implementation of TUEP scheme in the field. In case of Agartala Municipal Corporation the MIS expert and Technical Assistant may be placed at Zone Level. Also at the State level there will be one MIS Expert and one Account Assistant. There will be a State level TUEP Cell at the Directorate of UD Department and ULB level TUEP Cells at all the ULBs for effective implementation of TUEP Scheme.

15. **Online Uploading of the Data:** Like MGNREGA, necessary links will be created on the existing website of Urban Development Department where all the database of TUEP schemes including the names and details of beneficiaries, status of demand received, mandays

generated, material works done and its status, expenditure status etc will be uploaded by the technical manpower and will be updated ion daily basis.

16. **Shelf of Project to be maintained:** Shelf of Projects shall contain the list of works/projects including both wage and material works to be implemented in the financial year. It shall be duty of ULBs/Municipalities to prepare shelf of projects of works/projects to be taken up under TUEP in the month of **February- March** for the next financial year. First ward-wise shelf of projects may be prepared and then it may be compiled at the ULB/Municipality level. Shelf of Projects will have to be approved by the Mayor in Council/Chairperson in Council of Municipality in the last week of March and will be uploaded on the website of Urban Development Department in the 1st and 2nd week of April. ULB will take up works later from this Shelf of Projects on priority basis depending on the availability of funds.

Any important project may later be included in the Shelf of Projects only with the prior permission of the State Government. In the public interest, the State Government may suggest the ULB to include some urgent works/projects in Shelf of Project at any point of time.

17. **Permissible works under TUEP as follows**:-

A: **Unskilled category**:-

i. Digging of trenches for construction of Toilets
ii. Digging of trenches for laying water pipelines
iii. Digging of pits for plantations
iv. Jungle cutting/clearance for plantation
v. Development and maintenance of Parks
vi. Avenue plantations, plantation of flowering plants, decorative plants, raising of nurseries for future plantations

vii. Maintenance of earlier created plantations, Parks including gap filling, watering, subject to the permissible limit of 10 % of the project cost.

viii. Cleaning of drains may be permissible. However one drain may be cleared only twice in a year at the interval of six months from TUEP wage component.

ix. Garbage clearance under TUEP may be applicable in those ULBs which do not have manpower for day to day garbage clearance.

B. **Material component**

i. Pucca Sanitary Individual Household toilet constructions so as to achieve ODF Status. This may be in convergence with existing Swacch Bharat Mission (urban)Scheme. Maximum Rs. 3000/- may be permissible from material component of TUEP in convergence with the Swacch Bharat Mission(Urban) fund of Rs. 12000/-.

ii. Construction of Community/Public Toilets- No any upper limit.

iii. Extension of individual water connections, Procurement of water meters, pipes, taps etc from material component of TUEP etc

iv. Constructions of Cement Roads, Pucca covered/uncovered drains , small culverts, footh-paths, pavements, walking tracks/CC pavements/cycle tracks etc

v. Slum Development- Development of composite multi-storey Housing projects for Slum dwellers in convergence with PMAY (Urban), ULBs specially Agartala Municipal Corporation are requested to take up at least one such composite multi-storey projects per year utilising TUEP material component fund.

vi. Procurement of seedlings, saplings, manure for plantation,

vii. Park development, procurement of amusement equipment in public parks for children etc

viii. Drip irrigation, sprinkling irrigation in public parks for nurseries.

ix. Erosion Prevention works- laying of CC blocks on river slope, bamboo palasiding , retaining wall construction etc

x. Repair and renovation of AWC centres under ULBs instead of repairing and renovation of schools/colleges

xi. Construction or creation of toilets in schools/AWCs

xii. Providing drinking water facilities in schools and AWCs

xiii. Development of street vending zones

xiv. Creation of Parking facilities

xv. Shifting of public utilities such as electric /telecommunication poles/ posts, electric transformers for widening of city roads for public convenience

xvi. Underground cabling of electric, telecommunication wires in

18. Convergence:

1. **With Swacch Bharat Mission (SBM) urban**: Construction of Individual and Community/Public toilets for achievement of ODF Status

2. **With Pradhan Mantri Awas Yojna (PMAY)**:- for construction of multi story affordable housing for urban slum dwellers and e

3. **With National urban livelihood Mission (NULM)** : SHG formation of Job Card Holder women may be permissible. Convergence of TUEP with SHG based ventures/projects will be permissible. Separate detailed guidelines for convergence with NULM may be prescribed if required.

4. **With Atal Mission for Rejuvenation and Urban Transformation (AMRUT)**: For extension drinking water supply/sewage connections etc

19. Other mandatory matters for Transparency and Accountability:

i. Three photographs should be preserved 1. Before work, During work and After work. The photographs may be uploaded by the concerned ULB on the UDD Website.

ii. Geo Tagging App for TUEP will be developed by NIC/DIT and will be made operational as soon as possible.

iii. Measurement Book needs to be maintained for each work and needs to be uploaded on UDD website

iv. Careful preparation of Job Registers

v. 100 % verification of Muster Rolls. From Physical numbered muster rolls, digital online muster rolls will be issued gradually.

20. **Social Audit**: Social Audit shall be conducted under all the Urban Local Bodies to examine the implementation of the Scheme as per the provisions of the guideline. Urban Local Bodies may conduct Social Audit from the Directorate of Social Audit Government of Tripura.

21. **Norms and Guidelines for A & OE Contingency Funds:-** Contingent expenditure will be permissible up to 4 % of total TUEP Fund. Creation of any permanent structure or construction from TUEP contingent fund shall be prohibited.

i. Salary/honorarium of the outsourced technical manpower. This will be the first priority.

ii. Procurement of IT related equipments for running TUEP Cell.

iii. Fuel expenditure and hiring of vehicles for monitoring purpose. For hiring of vehicles, permission of the State Government may be obtained.

iv. Development of IT Apps, Software, and Website etc for TUEP implementation, any IT related development in connection with the TUEP.

v. Expenditure for TUEP Meetings/workshops etc

vi. Procurement of stationary and related items,

vii. Photograph, geo-tagging etc of TUEP works .

viii. Preparation of signboards for TUEP works

ix. Job Card preparation, Printing of new Job cards

x. IEC, workshops, publicity etc of the scheme.

xi. For expenditure of Social conducting Social Audit

22. **Estimates and Technical Sanction:-** Estimate preparation and technical sanction will be given by SE AMC for Agartala Municipal Corporation. For all other Urban Local Bodies technical sanctions will be given by the office of the Chief Engineer UDD. Chief Engineer UDD office will prepare some standard estimates and upload on UDD Website.

23. **Administrative Approval to TUEP Works:** Administrative Approval will be given by the Mayor/Chairperson of Municipality. In case of the Municipalities which have been dissolved under section 20 of the Tripura Municipal Act 1994, Administrative Approval will be given by the Director Urban Development Department.

24. **Execution of TUEP Works:** TUEP material works upto the limit of Rs. 100000/- will be executed either departmentally or by tender. TUEP works/projects beyond Rs. 100000/- will be executed by only tender. For departmental execution of works, detailed guidelines will be issued shortly by the Urban Development Department.

25. **Special Provisions for Differently able persons:** The Municipalities will give preference to the differently abled persons under TUEP Scheme. Municipalities will strive to include upto 3 % differently able persons under TUEP scheme as beneficiaries who can perform TUEP works of some category. Also the differently able TUEP beneficiaries will be given slightly easier jobs under TUEP which may suit to their disability category.

26. **Various Registers for TUEP:** formats for various registers will be issued from the UD Department from time to time. The registers will be maintained either in physical or digital format as per the convenience of ULB. Digital format of the registers will also be uploaded in the Website of UD Department.

i. Job Card Register

ii. Demand Register

iii. Work Order Register

iv. Asset Register

v. Complaint Register

27. **Removal of difficulties:** The State Government shall have all the rights to modify the guidelines as and when required and also shall have all the rights to issue the directions to the ULBs within the scope of the revised TUEP Guidelines from time to time for proper implementation of the scheme.

18/08/18

(**Dr. Milind Ramteke IAS**)
Additional Secretary
Urban Development Department
Government of Tripura

To,

1. The Municipal Commissioner Agartala Municipal Corporation
2. Chief Executive Officers Dharmanagar/ Kailashahar/Kumarghat /Ambassa/ Khowai/ Teliamura/ Ranirbazar/ Mohanpur/ Bishalgrah /Melaghar/ Udaipur/ Shantirbazar/ Belonia Municipal Council
3. Executive Officers Panisagar/ Kamalpur/ Jirania/ Amarpur/ Sonamura/ Sabroom Nagar Panchayat